



AMERICA'S POVERTY FIGHTING NETWORK

Community Action Partnership
of San Bernardino County

696 S. Tippecanoe Avenue
San Bernardino, CA 92415-0610
www.sbcounty.gov/capsbc

The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope,
improves communities, and makes America a better place to live.
We care about the entire community, and we are dedicated to helping people
help themselves and each other.

HEAP EMERGENCY UTILITY ASSISTANCE 2008

BY APPOINTMENTS ONLY FOR: TUESDAY, WEDNESDAY, AND THURSDAY
PLEASE CALL

→ MONDAY – FRIDAY 8:00AM TO 4:45PM

(909) 723-1680 OR (909) 723-1681

→ DUE TO LIMITED SEATING, THERE IS ONLY ROOM FOR THE APPLICANT.
NO ADDITIONAL HOUSEHOLD MEMBERS OR CHILDREN WILL BE PERMITTED.

REQUESTED DOCUMENTS

1) Current / ENTIRE copy of utility bills: GAS AND ELECTRIC

- BILLS MUST BE COMPLETE (No assistance can be provided without the actual utility bills showing usage)
- BILLS MUST BE FOR A MINIMUM OF 22 DAYS OF SERVICE
- FINAL CALL OR SHUT OFF NOTICE is necessary, but **DO NOT** take the place of the actual Gas and Electric bills.
- Rental agreement or mortgage payment book for CURRENT address showing your name and proof of residency. **NO RENT RECEIPTS**

2) Acceptable types of IDENTIFICATION:

- CALIFORNIA PICTURE ID with CURRENT address a **MUST**.
No brown change of address cards from the DMV, only current printouts from the DMV will be accepted showing current address.
- SOCIAL SECURITY CARDS A **MUST**.

3) CURRENT proof of income:

- TANF (AFDC), General Relief for the **CURRENT MONTH**
- SSI/SSA monthly benefits or Pension benefits for CURRENT year 2008 proof of income (award letter or bank statement showing amount (s) deposited. **NO 1099 forms for the year 2007 SSA/SSI income.**
- Pay Stubs for all pay periods (Not Pay Days) for prior 30 day PAY PERIODS.
- Need verification of income for all adults 18 yrs and older in the household. (If he/she is not working they must apply for unemployment providing us with the approval/denial letter or copy of online application and confirmation number).
- Income contributions/cash payments should include date, name, address of person giving contributions.

4) CHILD/SPOUSE/INDIVIDUAL SUPPORT

- **CURRENT MONTH** print out of prior 30 days monies issued from the District Attorney's office or a current TAD227 and/or Notice of Action form showing amount of support currently being received.

→ CLIENTS ARE SEEN ON A FIRST COME FIRST SERVE BASIS

PLEASE NOTE: In 2008, besides meeting income guidelines, applicants must meet set energy burden levels and required points as outlined in our Priority Plan. The Priority Plan is designed as a guide so that we may serve the neediest of the needy.

☞ Energy, Education, and Environmental Services (909) 723-1620 Fax (909) 723-1629

☞ Family Development Program (909) 723-1560 Fax (909) 723-1569

☞ CAPSBC Food Bank (909) 723-1580 ☞ Inland Empire Individual Development Accounts Program (909) 723-1570

☞ Administration (909) 723-1510 Fax (909) 723-1509